



ATTORNEY, (LEAP)

Class Code Attorney LEAP: 4687-120-(5778)

Agency Code: 7500 – Exam Code: 3PB54

Department(s): All Departments Statewide
Bulletin Release Date: 9/15/2014
Final Filing Date: Continuous
Type of Examination: SERVICEWIDE - OPEN
Salary: Monthly Ranged Salary: \$4,674 \$8,141.00

INTRODUCTION

The Limited Examination and Appointment Program (LEAP) is an alternative examination and appointment process designed to facilitate the recruitment and hiring of persons with disabilities into the State of California civil service. LEAP is a two-part process consisting of (1) a Readiness Evaluation and (2) a Job Examination Period that is administered and evaluated in the work setting.

To qualify to take a LEAP examination, the applicant must first have a LEAP certificate, issued from the Department of Rehabilitation (DOR), on file with the California Department of Human Resources (CalHR).

For information regarding how to obtain LEAP certification, visit the [Department of Rehabilitation \(DOR\) website](http://www.dor.ca.gov/LEAP/index.html) (<http://www.dor.ca.gov/LEAP/index.html>).

The legal authority for the Limited Examination and Appointment Program is Government Code Sections 19240-19243.4

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Those who meet **all** of the following criteria:

- 1) Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- 2) Individuals with a Limited Examination and Appointment Program (LEAP) certification

- from the California Department of Rehabilitation, **and**
- 3) Individuals who have not taken this examination in the past 18 months; **and**
 - 4) Individuals who meet the minimum qualifications as stated on this examination bulletin.

Contact the California Department of Rehabilitation to find out how to obtain LEAP certification.

(916) 558-5423 (Voice)

(7-1-1) California Relay Service

wdsinfo@dor.ca.gov – e-mail address

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the end of this bulletin.

Testing Period: Applicants may take the Attorney Readiness Evaluation only once during any 24 month period. Eligibility expires 24 months after it is established. Competitors must retake the Readiness Evaluation to reestablish eligibility.

SPECIAL TESTING ARRANGEMENTS

To request special testing arrangements or Reasonable Accommodation **due to a disability**, contact:

California Department of Human Resources

Examination and Selection Services Section

1-866-844-8671

California Relay Service (800) 735-2929 from TTY phones and (800) 735-2922 from voice phones.

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: In addition to having LEAP certification from the Department of Rehabilitation, all applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the test is taken.

MINIMUM QUALIFICATIONS

Membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination or are in their final year of law school will be admitted to the examination, but will not be considered eligible for appointment until they are admitted to The State Bar.)

SALARY INFORMATION

Salary Criteria: An incumbent's salary is based on the Alternate Range Criteria 217 identified below:

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of an Attorney. When the requirements for the particular criteria are met, and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of the Department of Personnel Administration Rule 599.676.

- **Range A \$4,674 - \$4,861:** This range shall apply to individuals who are active members of The State Bar of California and who do not meet the criteria for payment in Range B, C, or D.
- **Range B \$4,678 - \$5,342:** This range shall apply to individuals who are active members of The State Bar of California, and who, in addition, have satisfactorily completed one year of legal experience in the practice of law*.
- **Range C \$5,638 - \$7,091:** This range shall apply to individuals who are active members of The State Bar of California, and who, in addition, have satisfactorily completed two years of legal experience in the practice of law*.
- **Range D \$6,347 - \$8,141:** This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed four years of legal experience in the practice of law*.

*Experience in the “practice of law” or “performing legal duties” is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California’s state courts, or any other state’s courts, to constitute experience in the “practice of law”. For an individual’s judicial clerkship to qualify as experience in the “practice of law” or “performing legal duties”, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

When the requirements for the particular criteria are met, and upon the recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

POSITION DESCRIPTION

This is a recruitment and developmental class for persons qualified to practice law in the State of California. Attorneys assigned to Range A perform the least difficult professional legal work of their department. Based upon the appropriate Alternate Range Criteria, attorneys advance to Range B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Attorneys assigned to Range D independently perform professional legal work of average difficulty.

Positions exist statewide.

EXAMINATION INFORMATION

PART 1: READINESS EVALUATION – PASS or FAIL

The Readiness Evaluation consists solely of a questionnaire designed to assess training, experience and education attained by the applicant. The chosen responses will determine if the candidate meets the minimum qualifications for Attorney. A candidate who scores 70% or above will be placed on the Attorney, LEAP Referral List and will have eligibility to apply for Attorney job vacancies.

Applicants with LEAP Referral List eligibility must compete for State of California job vacancies to enter Part 2 of the LEAP examination process. This process requires applicants to complete and submit a Standard State Application form 678 to the hiring departments as indicated in the vacancy announcement. Note: Placement on a LEAP Referral List does not guarantee an interview commitment with a department. Once interviewed and hired, successful candidates will work to complete the Job Examination Period.

PART 2: JOB EXAMINATION PERIOD (JEP)

Appointment from a LEAP Referral List to a California State job marks the beginning of the Job Examination Period (JEP). The JEP is administered and evaluated in the work setting while performing the duties of a state job. Candidates are appointed by Temporary Authorization while in the JEP. The duration of the JEP can be 60 days to 120 days, depending on the classification, and is 1/3 of the probationary period of the parallel civil service classification. During the JEP, the applicant is evaluated based on demonstration of knowledge, skills and abilities to perform the critical requirements of the Attorney classification.

After successful completion of both the Readiness Evaluation and the JEP process, the result is transition and appointment to California civil service as an Attorney.

To preview the (LEAP) Attorney, Readiness Evaluation, select [Preview of Attorney Readiness Evaluation](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete and free of errors.
2. Available research sources, both printed and electronic, to complete legal research, including what types of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
3. How to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
4. The principles and practices for properly conducting legal research, such as ensuring law is current (i.e., "Shepardizing") and checking for recent amendments to statutes.
5. Trial and hearing procedures and rules of evidence in order to formulate and effectively apply legal strategy and advise the agency representatives and/or clients on legal options.
6. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
7. Substantive areas of law that apply to public entities (e.g., Due Process, Privacy, record disclosure laws).
8. The general principles of jurisprudence such as statutory construction and stare decisis.

Ability to:

1. Communicate effectively in writing in a courteous, professional manner with a variety of individuals, taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
2. Prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).
3. Prepare clear and effective technical and analytical legal documents (e.g., contracts, stipulations, memoranda, determination letters, and regulations).
4. Produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.

5. Effectively communicate in writing through the use of appropriate grammar, spelling, vocabulary, punctuation, and sentence and paragraph structure required to complete assigned projects.
6. Edit written documents for accuracy and effectiveness.
7. Properly identify the nature of legal issues, generate alternatives, and implement solutions and approaches that successfully address the issues.
8. Determine the appropriate amount of time to complete research/investigation.
9. Effectively analyze and respond to legal arguments.
10. Analyze information and detect potential logical, legal, and/or factual flaws in arguments or assumptions.
11. Reason, research, investigate, and plan the development of a project, case, or matter.
12. Evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case (e.g., as a witness, consultant, source of information).
13. Identify and prioritize critical issues to effectively resolve the question or matter.
14. Identify legal issues, propose alternatives, and implement solutions.
15. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
16. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).
17. Negotiate settlements on behalf of the Department.
18. Orally communicate information effectively, convincingly, and accurately.
19. Present cases before State and Federal Courts, and administrative agencies.
20. Effectively orally communicate legal principles, facts, and position(s) to various audiences and forums.
21. Communicate effectively with individuals who are reluctant, afraid, and/or anxious, and whose input and/or participation may be needed to complete a work assignment (e.g., eye witnesses).
22. Successfully complete multiple projects simultaneously within appropriate time frames while maintaining a high level of work performance.

LEAP ELIGIBLE LIST INFORMATION

The names of individuals who successfully complete this Readiness Evaluation are merged onto a LEAP Referral List for Attorney. All State departments may use this Referral List to select candidates for vacant positions. LEAP Referral List eligibility expires 24 months after it is established. To maintain Referral List eligibility, competitors must re-take this Readiness Evaluation every 24 months.

VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CONTACT INFORMATION

If you have any questions concerning this examination, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available on the [CalHR Jobs website](http://www.jobs.ca.gov) (www.jobs.ca.gov) and at local offices of the Employment Development Department.

Select [Attorney Class Specification](#) to review CalHR's class specification for Attorney..

Readiness Evaluation:

Applicants who meet the minimum requirements of this class title may take this Readiness Evaluation, which is competitive. Possession of the entrance requirements does not assure placement on the LEAP Referral List. Responses to the Readiness Evaluation will be rated against a pre-determined job-related rating to produce a score.

LEAP Referral Lists: Applicants who successfully complete this Readiness Evaluation will be placed on the Attorney LEAP Referral List. Applicants on LEAP Referral Lists are eligible for employment for 24 months. The applicant will then have 24 months of eligibility to compete for vacancies for Attorney.

Note: Departments may use LEAP Referral Lists to fill vacancies and are allowed to contact qualified individuals by "Rule of the List". The "Rule of the List" permits any candidate to be appointed from a LEAP Referral List in order to make a good job-person match. Placement on a LEAP Referral List does not guarantee an interview commitment with a department.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) servicewide07/-open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Exam Plan: CalHR reserves the right to revise the examination plan to better meet the needs of California State service, should the circumstances change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Special Testing Arrangements: Candidates needing special testing arrangements and Reasonable Accommodation due to a disability must mark the appropriate box on the application and contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications

including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. If applicable, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference : Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for [Veterans' Preference](#) are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

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TAKING THE EXAM

Click the link below, to be directed to the Readiness Evaluation. Scoring will occur at the end of the Readiness Evaluation.

Select [LEAP Attorney Readiness Evaluation](#) to begin the LEAP Attorney examination process.